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Library Trustees Minutes 10-12-2004

Robbins Library Board of Trustees
October 12, 2004

Call to Order

The meeting was called to order at 7:15 PM. Attending were trustees Patricia Deal, Katharine Fennelly, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. David Castiglioni was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the September 23rd meeting were approved as written on a motion by Ms. Fennelly; seconded by Ms. Radochia.

Directors Report

Ms. Loud distributed copies of the August and September reports. The August report had been given verbally at the previous meeting.

Wireless Project

Ms. Diminture re-introduced the possibility of offering wireless Internet service to the public via a broadband cable modem in the library. Trustees discussed the usefulness of the project as well as funding and security issues. The Board directed Ms. Diminture to obtain an updated price quote. Ms. Ruderman will investigate sources of outside funding for the project.

Reserve Charges

Ms. Loud brought before the Board the possibility of eliminating the fee currently charged to reserve a book (.30). Only two other libraries in the Minuteman Network still charge patrons for reserves. A small number of libraries instead charge a fee for non-pickup of reserved material. As reserve notification is now done via e-mail or telephone, a mailing charge is no longer justification for the fee and patrons are becoming increasingly upset about this. Ms. Loud will bring revenue figures to the next meeting.

Fundraising

Ms. Ruderman noted that it time for the annual appeal to individuals and she reminded the Board that a plan had previously been discussed to expand the potential donor list (members of boards and commissions, town meeting members, etc.) Ms. Fennelly agreed to assist Ms. Ruderman with this project, with a goal of sending a fundraising mailing by the end of November.

FY06 Preliminary Budget Discussion

Ms. Loud told the Board that she had received feedback from Brian Sullivan after he reviewed the Long Range Plan for FY06-08.

The Town Manager complimented the plan as comprehensive and well written, but believes that in terms of funding, the plan is unrealistic. Ms. Loud updated the Board on the budget process, with a November 8th deadline to submit the budget to the Town Manager. Ms. Loud distributed a preliminary proposed budget outline, taking into consideration the requirements for meeting State Aid eligibility. The trustees supported this proposal and hope that the Town Manager will attend the next Board meeting to discuss the budget.

Policies

A draft of the policy revisions was distributed. Mr. Murphy asked that trustees bring corrections, suggestions, etc. to the November meeting.

Gifts – The Board discussed providing gifts to staff members to mark anniversaries of service. Ms. Deal reported that Swanson's Jewelers could produce various items with a sketch of the library building. Ms. Muldoon will look into a source of funding, so that gifts could be awarded this year, in conjunction with the 10th anniversary celebration of the library renovation/addition.

Recognition – The trustees talked about how best to recognize donors of monetary and other gifts. Possibilities include the naming of various donated items or individual or group plaques with names of donors and/or honorees. Ms. Ruderman believes that the overall issue of recognition should be addressed in the near future.

Update on Trust Fund Allocations

This topic was deferred until the November meeting.

Adjournment

The meeting was adjourned at 9:18 PM on a motion by Ms. Radochia; seconded by Ms. Deal. The next meeting will take place on Tuesday, November 9th at 7:15 PM.

Respectfully submitted,

Cynthia Diminture